

Minutes (Draft)
Mead Public Library
Board of Trustees
January 24, 2013

The meeting of the Mead Public Library Board of Trustees was held on Thursday, January 24, 2013 in the Josephine Rocca Meeting room. Present Board of Trustee members were Ms. Quinn, presiding; Mr. Nelson, Mr. Stauber Soik, Ald. Carlson, Mrs. Johnson, Mrs. Segalle, Ms. Wortche, Mrs. Norman, Mr. Sampson, and Mr. Zylman. Staff members present: Ms. Menzer, Ms. Mueller, Ms. Winkle, and Mr. Zehfus.

1. Quinn called the meeting to order at 3:45 p.m. She determined there was a quorum present.
2. Quinn led the Pledge of Allegiance
3. Quinn distributed copies and read a Resolution to recognize Sharon Winkle for her 22-years of service. She was presented with gifts of books and flowers, an offer to select 22 books for addition to the library's collections. Additionally, Quinn said that the Foundation Board plans to follow up with a plaque for public display with all of the names of library directors.

Norman made a **motion** to adopt the Resolution in recognition of the service of Sharon Winkle. The motion was **seconded** by Carlson. The motion **passed**.

Winkle gave a brief speech. She then excused herself from the meeting.

4. Presentation by John Keister of Keister & Associates

Keister gave an overview of his recruitment process. He began a dialogue of questions and answers from the Board. He projects that 3-4 candidates will be interviewed by Board members and staff, and the process taking 3-4 months.

Winkle returned for the remainder of the meeting.

5. There was no public comment.

6. Approval of Minutes

Johnson **moved** to approve the minutes of December 20 and January 10. Carlson **seconded** the motion. The motion **carried**.

7. Correspondence, Announcement, and Common Council Referrals

Quinn distributed a thank-you card from Aimee Steinbruecker regarding her 30th anniversary of employment at the library.

Customer service comments were distributed for review.

8. Committee Reports

A. Finance Committee

1. Zylman gave a report on the January 24 Finance Committee meeting. He indicated the timeline and deadline for the budget is expected to be May, 2013.
2. Zylman updated the Board of Trustees on the 2014 budget timeline.
3. The transfer of funds necessary for our director recruitment is deferred until a transfer is necessary.
4. Winkle discussed how publisher restrictions affect public libraries from offering large numbers of e-book titles and other e-content to library customers. For this reason we had unexpended 2012 funds for e-content selections for our customers.

A **motion** was made by Zylman that the disposition of \$25,805.49 of unexpended 2012 e-content funds remain in the same account but with the addition of project numbers for 2013 disposition. The motion was **seconded** by Johnson. The motion **passed**.

5. Board of Trustee members were encouraged to give their suggestions for library service priorities to Zylman for review by the Finance Committee.

B. Financial Reports

1. Zehfus reviewed our expenditure report. Zylman **moved** to approve payment of current expenditures, including payroll and recurring expenditures. Carlson **seconded**. The motion **passed**.
2. Zehfus reviewed, including a handout, the 2012 and 2013 monthly financial reports.
3. There were no line-item transfers for approval.
4. Zehfus reviewed a handout regarding donations to the library. Quinn indicated that donations in honor of Sharon have been accepted at the library for the purchase of books/items for the library.

9. Director's Report

- A. As an attachment Winkle reviewed an Easicat 2012 lending report.
- B. Winkle reviewed attachment report "Give a Gift to Mead." She indicated 45 books/DVDs were donated during the holidays.
- C. Winkle indicated that we had a particularly high volume of exclusions from the library. She cited thefts, inappropriate behavior, profanity, and repeat offenders, as the reasons for exclusions. Winkle answered questions regarding the determination of length of time for exclusions.

10. Liaison Reports

A. Eastern Shores Library System (ESLS) – Nelson

Nelson reported that at a meeting of Public Libraries Advisory Committee they voted to recommend in favor of limiting further merger opportunity review to a merger between ESLS and Manitowoc/Calumet library systems.

B. Foundation – Quinn and Norman

Norman recapped the success of the Foundation's Yuletide Gala.

The reception for Winkle and Menzer on Thursday, January 31 from 5:30 to 7:00 p.m. is made possible through donations from the Foundation and Friends Boards. The event is scheduled in The Loft on the third floor.

C. Friends – Winkle

Judy Biederwolf, president of the Friends Board, is now also serving on the Foundation's Board of Directors.

Winkle said that Friends members report appreciation by the public for our upgraded projection and sound system in the Rocca Meeting room.

Quinn reported the extraordinary achievement of the Friends, since 2004, donating \$76,758.39 to the library from the sale of books.

Information items

This meeting had seven visitors including two staff members in attendance. November and December statistics were distributed for review.

11. Adjournment

Norman **moved** to adjourn the meeting; Sampson **seconded** the motion. The motion **passed**. Quinn adjourned the meeting at 6 p.m.